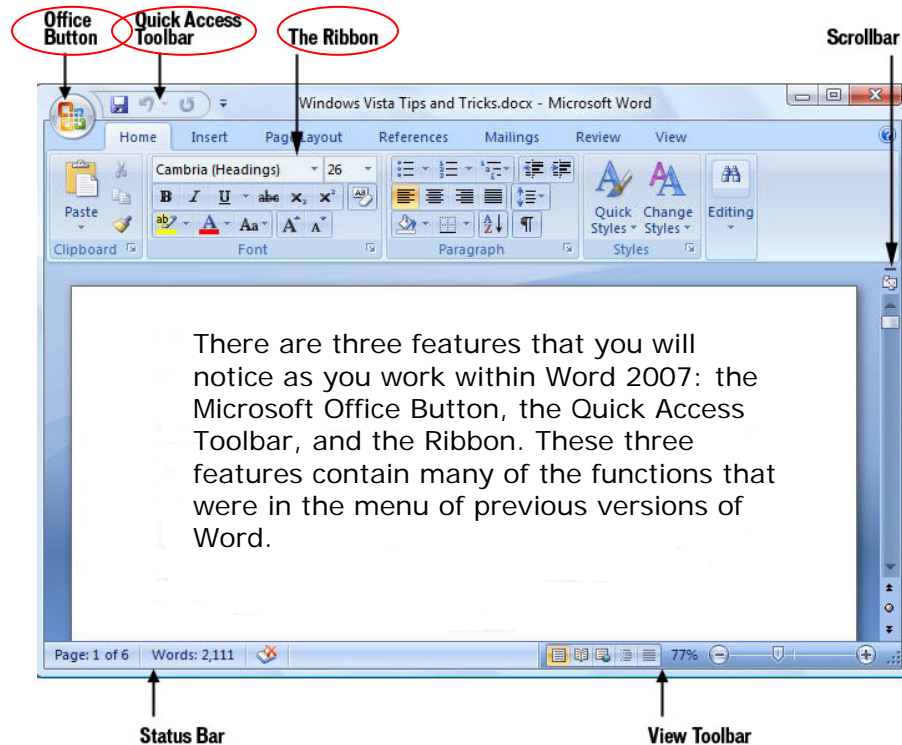


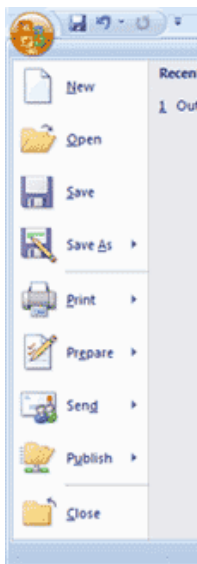
Word 2007...*What happened to my tool bar?*

Office Button

Screen Layout and Menus:



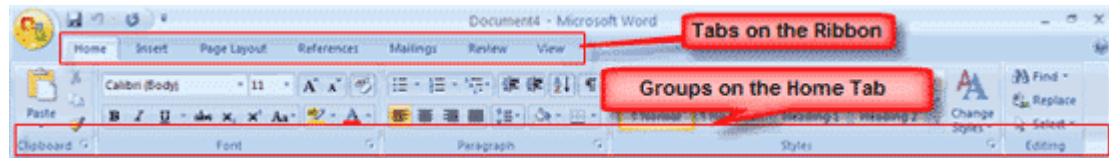
The Microsoft Office Button



The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, print, send (through email or fax), publish (to a blog) or close.

The Ribbon

The Ribbon is the panel at the top portion of the document.



The Ribbon groups buttons for common tasks together in tabs on a graphical interface. It has seven **tabs**. Each tab is divided into **groups**.

Tabs

Each **TAB** and the tools it contains:

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

Review: Proofing, Comments, Tracking, Changes, Compare, Protect

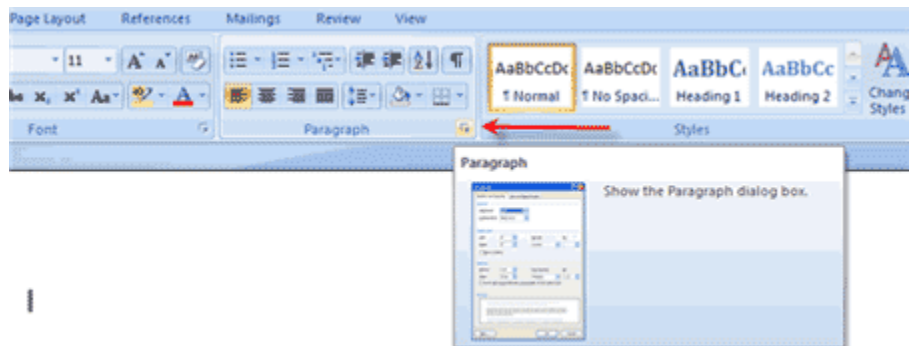
View: Document Views, Show/Hide, Zoom, Window, Macros

Groups

The **GROUPS** are logical collections of commonly used features associated with each **TAB** on the ribbon. To **view additional features** within each group, **click on the arrow** at the bottom right of each group.

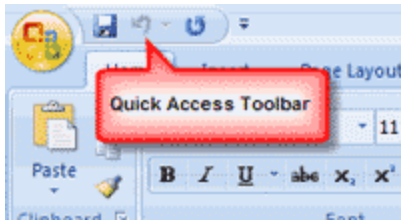
A **command** is a button, a box to enter information, or a menu. The most commonly used commands have the largest buttons, such as the Bold button and Font list.

The **Ribbon** is context-sensitive, changing according to what you're doing. For example, when you click on a picture, an entirely new tab appears - the Format tab, and "Picture Tools" appears on top

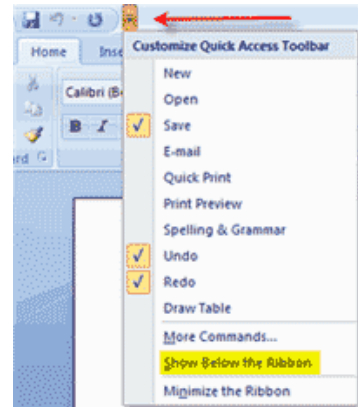


Quick Access

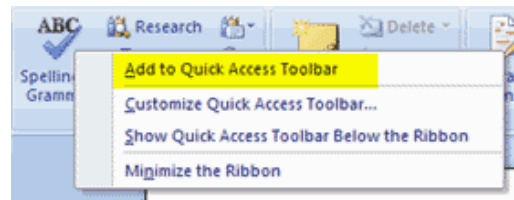
Quick Access Toolbar



The quick access toolbar is a **customizable** toolbar that contains commands that you may want to add. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show Below the Ribbon.



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.



View Toolbar

It lets you choose between print layout, full screen, Web layout, outline and draft views, just as it did in earlier Word versions. There's also a nice addition -- a slider that lets you **zoom in or out** on your document.

Status Bar

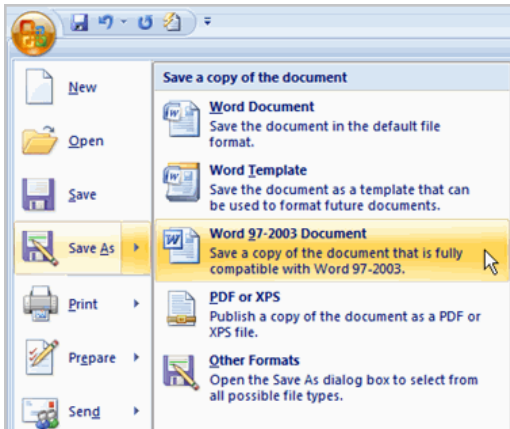
This is in the same place as in earlier Word versions and has the same function -- to display information such as the number of pages in your document. It has one nice little extra: It displays the **word count** of your document as well. If you highlight an area of text, it will display the number of words in the highlighted area

Save As Word 97 - 2003 Document:

Office Button

Click the Microsoft **Office Button**.

Select **Save As** → **Word 97-2003 Document**.



Select the location you wish to save the document using the drop-down menu.

Enter a name for the document.

Click the Save button.

To Download the PDF Extension: (this is a one time step and must be done by the administrator of your machine * at school that is Chris Baranyar)

Click the Microsoft Office Button.

Select **Save As** → **Find add-ins for other file formats**. This will open your web browser to the Microsoft site.

Follow the instructions on the Microsoft site for downloading the extension.

To Save As a PDF:

Click the Microsoft Office Button.

Select **Save As** → **PDF**. The Save As dialog box will appear.



Select the location you wish to save the document using the drop-down menu.

Enter a name for the document.

Click the Publish button.

Print Preview/ Print

Preview the Document Before Printing:

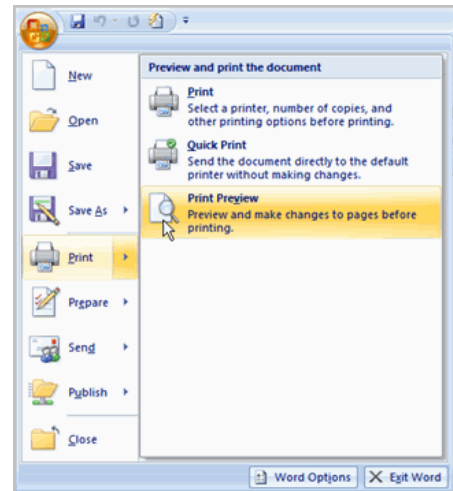
Click the **Microsoft Office Button**.

Select **Print** → **Print Preview**. The document opens in Print Preview format.

Click **Print** to print the document or **Close Print Preview** to exit the preview format and make changes to the document.

In **Print Preview format**, you can do many tasks including:

- Modify the margins
- Change page orientation
- Change the page size
- Zoom in and out to view various parts of the document
- View multiple pages
- Access Word Options to change many Word settings



Print Document:

Click the Microsoft Office Button.

Select **Print** → **Print**. The Print dialog box appears.

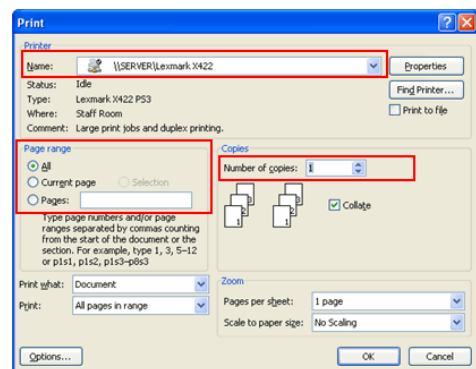
Select the pages you would like to print -- either **all pages** or a **range** of pages.

Select the **number of copies**.

Check the **Collate** box if you are printing multiple copies of a multi-page document.

Select a printer from the drop-down list.

Click OK.



Print via Quick Print:

Click the Microsoft Office Button.

Select **Print** → **Quick Print**.

The document automatically prints to the default printer.

Edit Text

Format the font size, style, and color; and use the Bold, Italic, Underline, and Change Case commands.

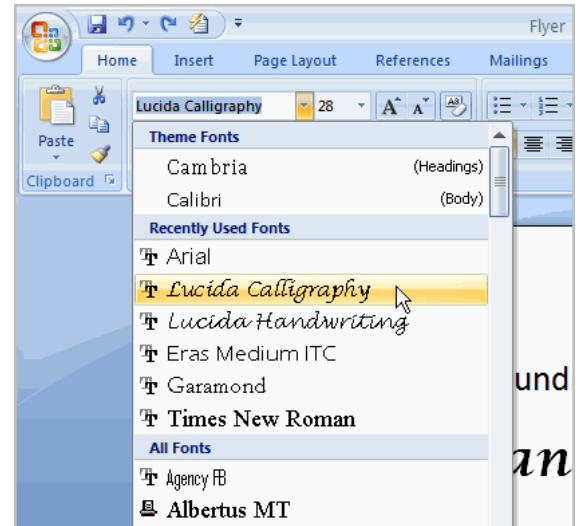
Format Font Style:

Select the text you wish to modify.

Left-click the **drop-down arrow** next to the **font style box** on the Home tab. The font style drop-down menu appears.

Move your cursor over the various font styles. A **live preview** of the font will appear in the document.

Left-click the font style you wish to use. The font style will change in the document.



Format Font Color:

Select the text you wish to modify.

Left-click the drop-down arrow next to the **font color box** on the Home tab. The font color menu appears.

Move your cursor over the various font colors. A live preview of the color will appear in the document.

Format Font Size:

Select the text you wish to modify.

Left-click the **drop-down arrow** next to the **font size box** on the Home tab. The font size drop-down menu appears.

Move your cursor over the various font sizes. A **live preview** of the font size will appear in the document.

Use the Bold, Italic, and Underline Commands:

Select the text you wish to modify.

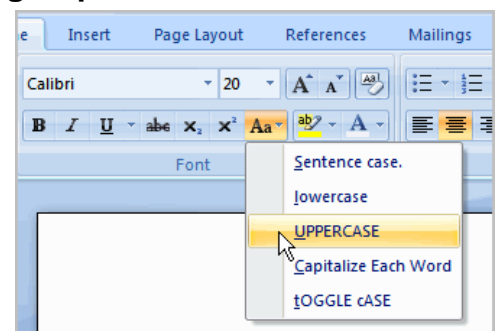
Click the Bold, Italic, or Underline command in the **Font group** on the Home tab.

To Change the Text Case:

Select the text you wish to modify.

Click the **Change Case** command in the **Font group** on the Home tab.

Select one of the case options from the list.

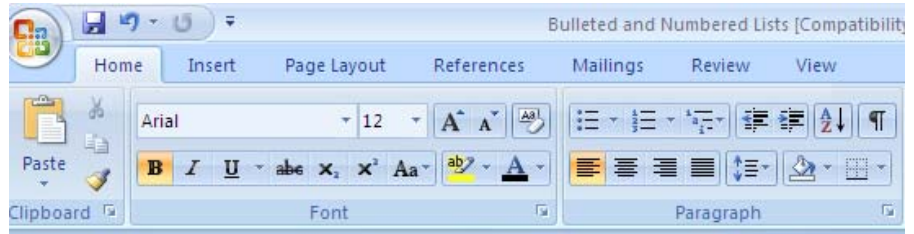


Format Lists and Paragraphs

HOME TAB

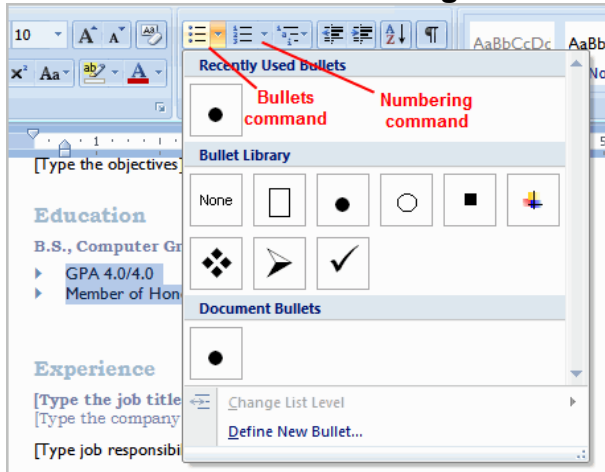
Alignment Buttons

Select the text to be aligned
Click the Left, Center, Right and Justified buttons



Bulleted and Numbered Lists

Select the text that you want to format as a list.
Click the **Bullets** or **Numbering** commands on the Home tab.



Left-click the bullet or numbering style you would like to use. It will appear in the document.

Position your cursor at the end of a list item and press the **Enter** key to add an item to the list.

To remove numbers or bullets from a list, select the list and click the **Bullets** or **Numbering** commands.

To Select an Alternate Bullet or Numbering Style:

Select all of the text in an existing list.

Click the **Bullets** or **Numbering** commands on the Home tab.

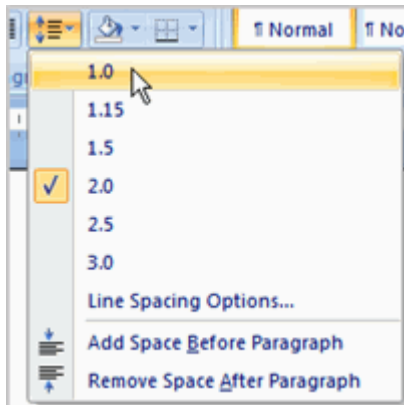
Left-click to select an alternate bullet or numbering style.

To Format Line Spacing:

Select the text you want to format.

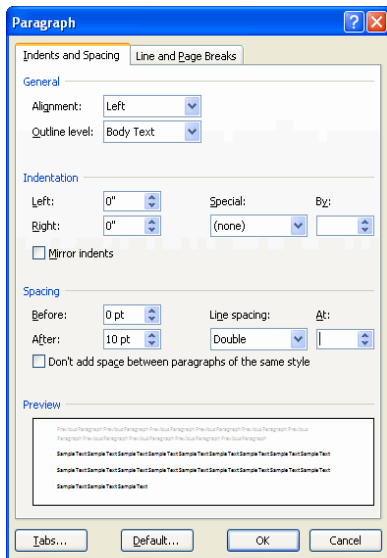
Click the **Line spacing** command in the Paragraph group on the Home tab.

Select a spacing option.



OR

Select **Line Spacing Options**. The Paragraph dialog box appears.



Use the **Line spacing** drop-down menu to select a spacing option.

Modify the **before and after** points to adjust line spacing, as needed.

Click **OK**.

Spelling and Grammar Check

Review TAB

Various Line Colors:

By default, Word automatically checks your document for **spelling and grammar** errors. These errors are indicated by **colored wavy lines**.

The **blue line** indicates a contextual spelling error.

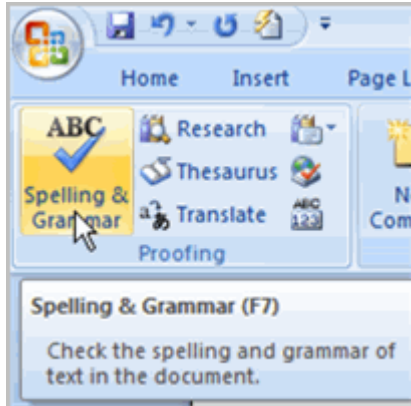
A **contextual spelling** error is when an incorrect spelling of a word is chosen. For example, if I write, "Deer Mr. Theodore," at the beginning of a letter, **deer** is a contextual spelling error because I should have used **dear**. **Deer** is spelled correctly, but it is used incorrectly in this letter.

The **red line** indicates a misspelled word.

The **green line** indicates a grammar error.

Check Spelling

Choose the **Review Tab**

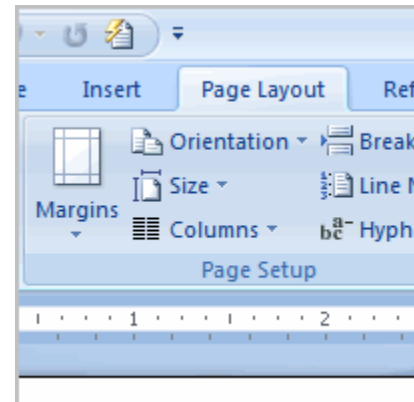


Modifying Page Layout

To Change Page Orientation:

Select the **Page Layout** tab.

Click the **Orientation** command in the Page Setup group.



To Change the Paper Size:

Select the Page Layout tab.

Left-click the **Size** command and a drop-down menu will appear. The current paper size is highlighted

To Format Page Margins:

Select the **Page Layout** tab.

Click the **Margins** command. A menu of options appears. **Normal** is selected by default.

Left-click the predefined margin size you want.

OR

Select **Custom Margins** from the menu. The Page Setup dialog box appears.



Columns

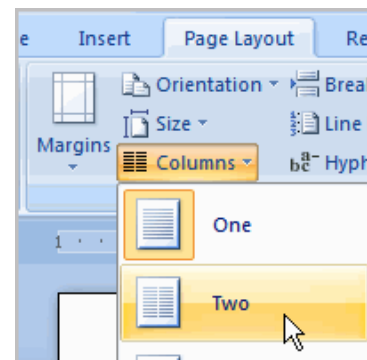
To Add Columns to a Document:

Select the text you want to format.

Select the **Page Layout** tab.

Left-click the **Columns** command.

Select the number of columns you would like to insert.



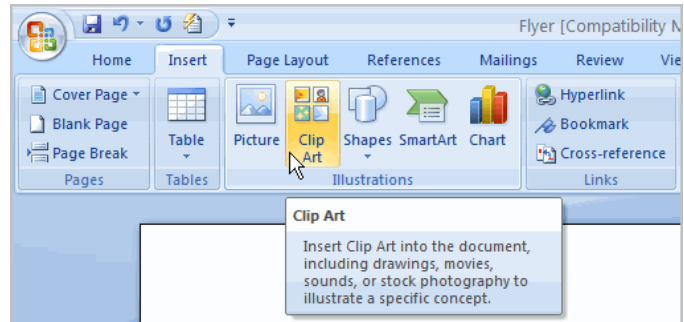
INSERT Objects

INSERT TAB

Locate Clip Art:

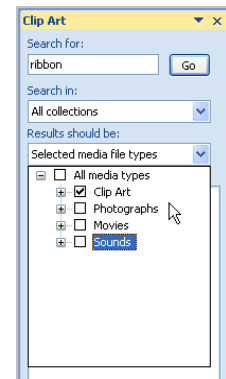
Select the **Insert** tab.
Click the **Clip Art** command in the **Illustrations** group.

The Clip Art options appear in the **task pane** on the right.
Enter keywords in the **Search for:** field that are related to the image you wish to insert.



Click the drop-down arrow next to the **Search in:** field.
Select **Everywhere** to ensure that Word searches your computer and it's online resources for an image that meets your criteria.
Click the drop-down arrow in the **Results should be:** field.
Deselect any types of images you do not wish to see.

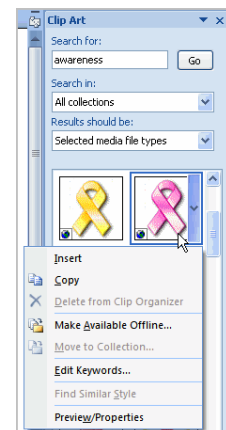
Click **Go**.



Insert Clip Art:

Review the results from a clip art search.
Place your **insertion point** in the document where you wish to insert the clip art.
Left-click an image in the task pane. It will appear in the document.
OR

Left-click the **arrow next to an image** in the task pane.
Select Insert, Copy, or any of the other options on the list.



INSERT TAB

Insert a Shape:

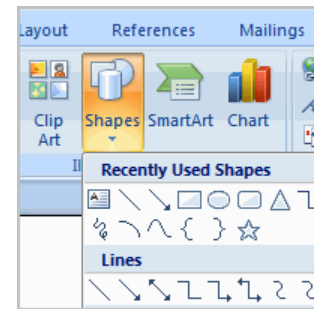
Select the **Insert** tab.

Click the **Shape** command.

Left-click a shape from the menu. Your cursor is now a cross shape.

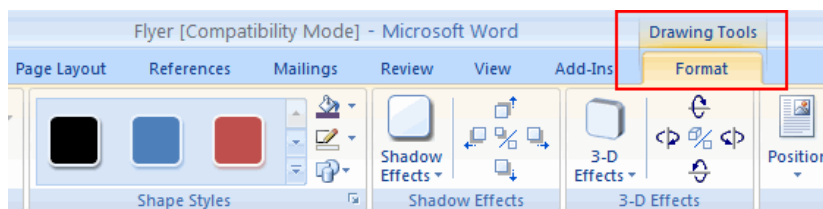
Left-click your mouse and while holding it down, drag your mouse until the shape is the desired size.

Release the mouse button.



Change Shape Style:

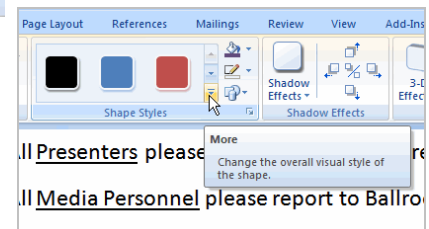
Select the shape. A new **Format** tab appears with Drawing Tools.



Click the **More drop-down arrow** in the Shapes Style group to display more style options.

Move your cursor over the styles and **Live Preview** will preview the style in your document.

Left-click a style to select it.

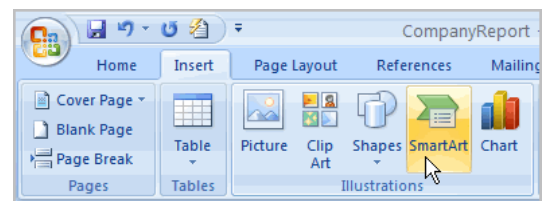


Insert a SmartArt Illustration:

Place the insertion point in the document where you want the graphic to appear.

Select the **Insert** tab.

Select the **SmartArt** command in the Illustrations group. A dialog box appears.

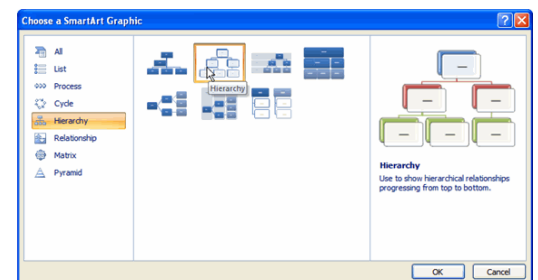


Select a **category** on the left of the dialog box and review the SmartArt graphics that appear in the **center**.

Left-click a graphic to select it.

Click OK.

Smart Art may be customized and text may be added.



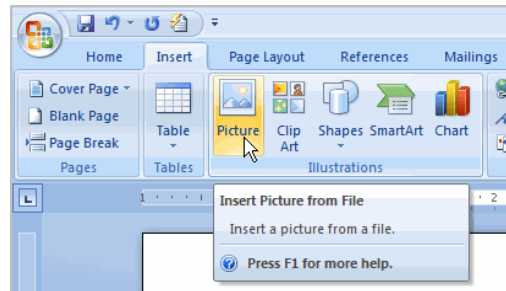
INSERT Pictures

Insert a Saved Picture:

Place your **insertion point** where you want the image to appear.

Select the **Insert** tab.

Click the **Picture** command in the **Illustrations** group. The Insert Picture dialog box appears.



Select the image file on your computer.

Click **Insert** and it will appear in your document.

Left-click a **corner sizing handle**, and while holding down the mouse button, resize the image. The image retains its proportions.

Wrap Text Around an Image:

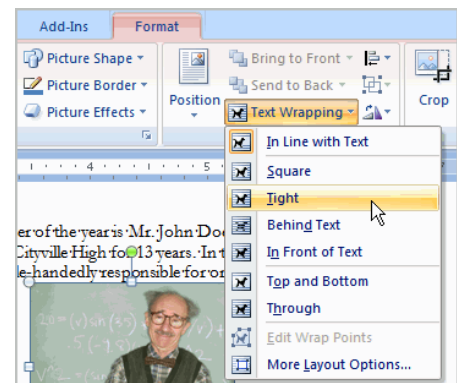
Select the image.

Select the **Picture Tools Format** tab.

Click the **Text Wrapping** command in the Arrange group.

Left-click a menu option to select it. **Tight or Square**

Move the image around to see how the text wraps for each setting.



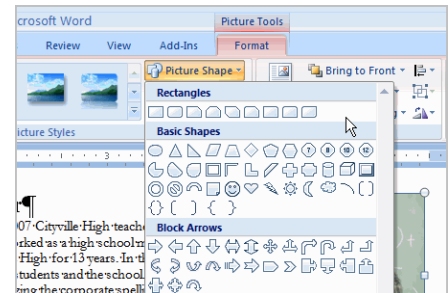
Change the Shape of a Picture:

Select the picture.

Select the **Format** tab.

Click the **Picture Shape** icon. A menu appears.

Left-click a shape to select it.



Apply a Picture Style:

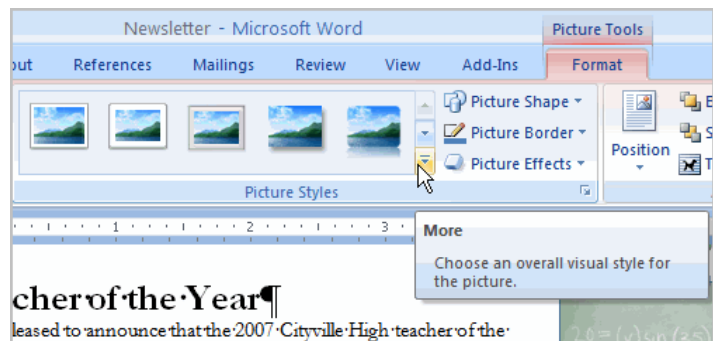
Select the picture.

Select the **Format** tab.

Click the **More** drop-down arrow to display all the picture styles.

Hover over a picture style to display a Live Preview of the style in the document.

Left-click a style to select it.



INSERT TAB

Insert Table

Insert a Blank Table:

Place your insertion point in the document where you want the table to appear.

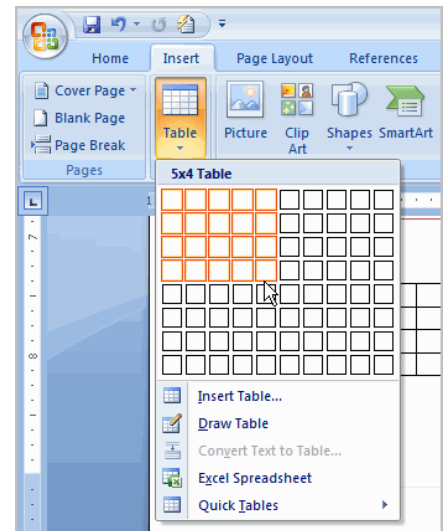
Select the **Insert** tab.

Click the **Table** command.

Drag your mouse over the diagram squares to select the number of columns and rows in the table.

Left-click your mouse and the table appears in the document.

Enter text into the table.

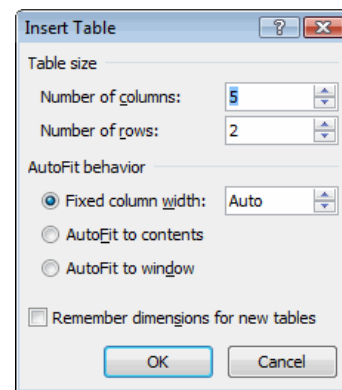


Insert a Table (method 2)

Click the Insert tab of the Ribbon.

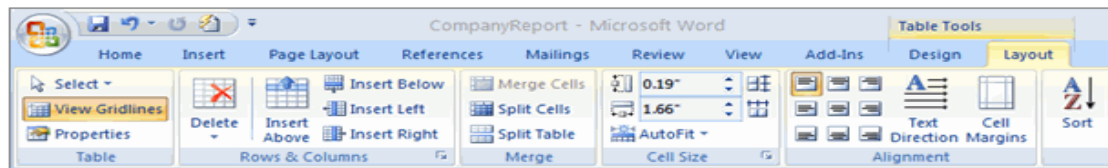
In the Table group, click the Table icon. From the drop-down list displayed, click the Insert Table command.

From the Insert Table dialog box displayed, in the Table size section, specify the Number of columns and Number of rows of the table. Click OK.



Modify a Table Using the Layout Tab

When you select a table in Word 2007, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon.



Using commands on the Layout tab you can make a variety of modifications to the table such as:

Adding and deleting columns,
Adding and deleting rows,
Changing the cell size,
Aligning cell text,

Changing text direction,
Merging and splitting cells,
And More.

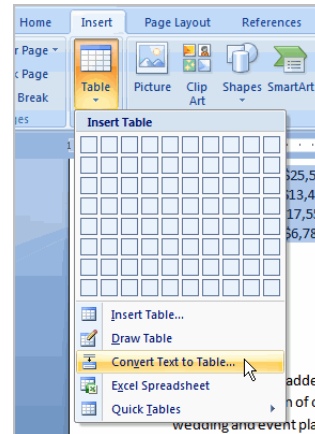
Convert Existing Text to a Table:

Select the text you wish to convert.

Select the **Insert** tab.

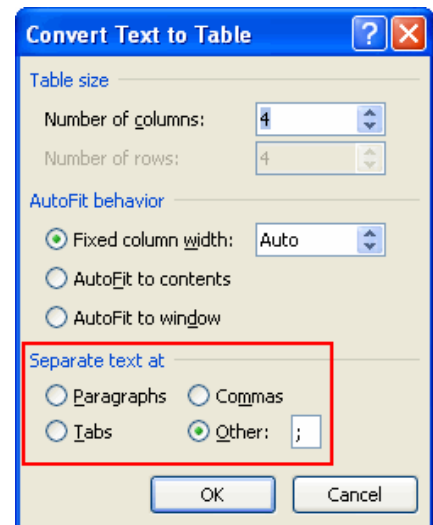
Click the **Table** command.

Select **Convert Text to Table** from the menu. A dialog box appears.



Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.

Click OK. The text appears in a table.



Add a Column:

Place the **insertion point** in a **column adjacent** to the location you wish the new column to appear.

Right-click the mouse. A menu appears.

Select **Insert** → **Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

Delete a Row or Column:

Select the row or column.

Right-click your mouse and a menu appears.

Select **Delete Columns** or **Delete Rows**.

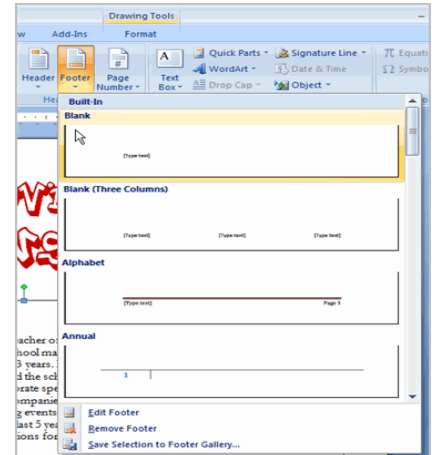
Insert a Header or Footer:

Select the **Insert** tab.

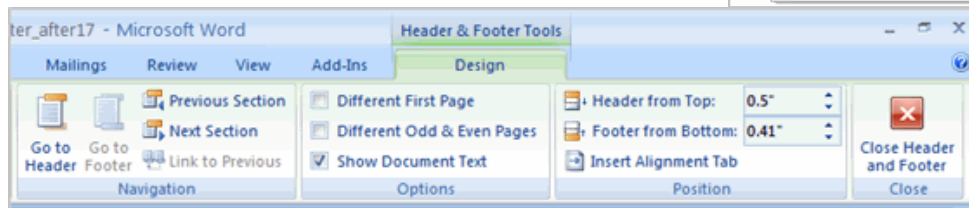
Click either the **Header** or **Footer** command. A menu appears with a list of **built-in options** you can use.

Left-click one of the built-in options and it will appear in the document. OR

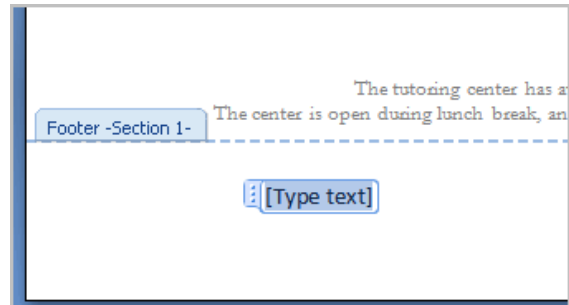
Left-click **Blank** to select it.



The **Design** tab with **Header** and **Footer** tools is active.



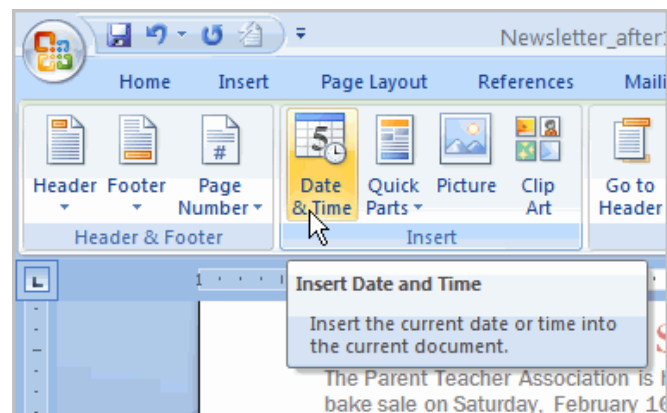
Type information into the header or footer.



Insert the Date or Time into a Header or Footer:

With the header or footer section active, click the **Date & Time** command.

Select a **date format** in the dialog box that appears.



Indent Commands and Tab Settings:

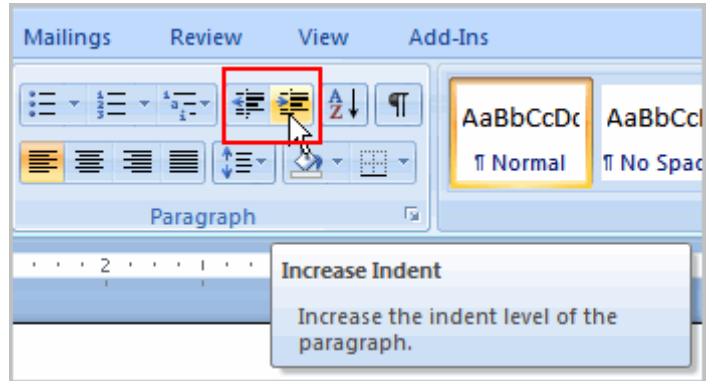
Using the Tab key to **indent multiple lines** can make formatting difficult if you add or remove text later. Indenting multiple lines is best done using the commands.

Indent commands on the HOME tab.

Select the text you wish to indent.

Click the **Increase Indent** command to **increase** the indent. The default is 1/2 an inch. You can press the command multiple times.

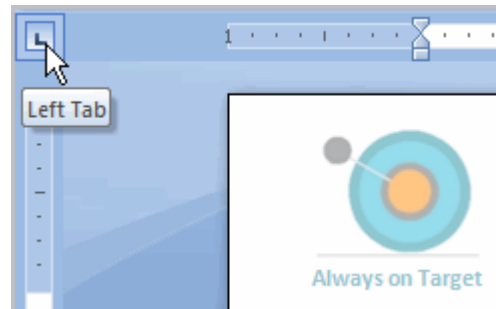
Click the **Decrease Indent** command to **decrease** the indent.




The Tab Selector


The **tab selector** is above the **vertical ruler** on the left. Hover over the tab selector to see the name of the type of tab that is active.


To display ruler on VIEW tab




The tab options are:


First Line Indent : Inserts the indent marker on the ruler and indents the first line of text in a paragraph.

Hanging Indent : Inserts the hanging indent marker and indents all lines other than the first line.

Left Tab : Moves text to the right as you type.

Center Tab : Centers text according to the tab.

Right Tab : Moves text to the left as you type.

Decimal Tab : Aligns decimal numbers using the decimal point.

Bar Tab : Draws a vertical line on the document.

To Set a Tab Stop to Indent the First Line of Text:

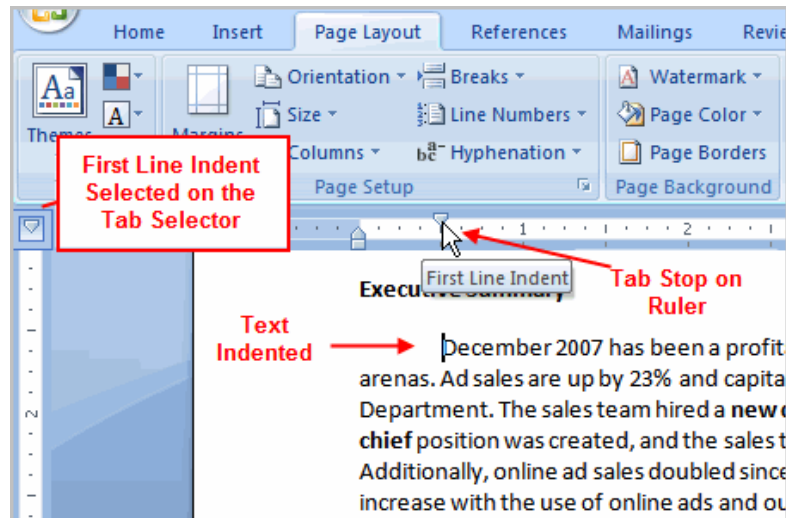
Click the **tab selector** until the **First Line Indent** icon is visible.

Left-click at any point on the **horizontal ruler**. The First Line Indent icon will appear.

Press the **Enter** key to start a new paragraph and your insertion point will automatically indent to that point. I

To move a tab stop once you have inserted it, left-click and drag the tab stop back and forth on the ruler.

You can set the **Hanging Indent** the the same way; however this tab stop changes all the **other lines** in a paragraph.

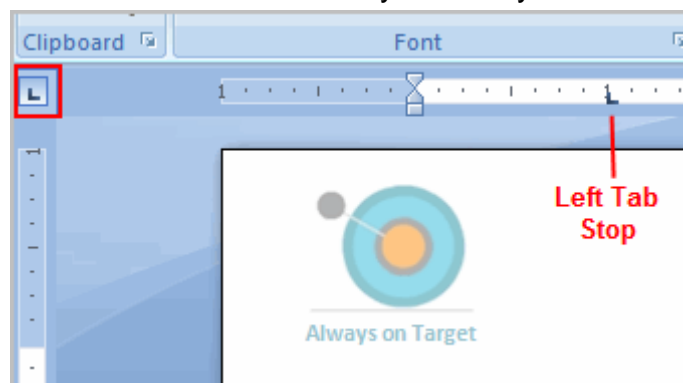


To Set the Left, Center, Right, and Decimal Tab Stops:

Click the **tab selector** until the tab stop you wish to use appears.

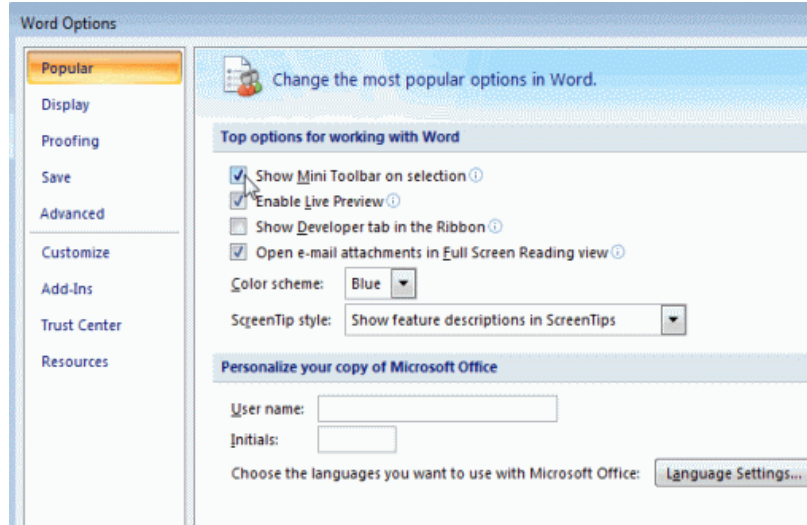
Left-click the **location on the horizontal ruler** where you want your text to appear.

Press the **Tab** key to reach the tab stop.



Disable the Mini Toolbar

From the **Office** button, click the **Word Options** button.



From the **Word Options** dialog box displayed, click **Popular** in the left column.

Deselect the "Show Mini Toolbar on selection" option.

Click **OK** button.

If you want the mini toolbar to reappear again, select the "Show Mini Toolbar on selection" option again from the **Word Options** dialog box.